

CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

MDOT PROJECT MANAGER			JOB NUMBER (JN)	CONTROL SECTION (CS)
DESCRIPTION IF NO JN/CS				
MDOT PROJECT MANAGER: Check all items to be included in RFP. WHITE = REQUIRED GRAY SHADING = OPTIONAL Check the appropriate Tier in the box below			CONSULTANT: Provide only checked items below in proposal.	
TIER I (\$25,000-\$99,999)	TIER II (\$100,000-\$250,000)	TIER III (>\$250,000)		
			Understanding of Service	
			<i>Innovations</i>	
			<i>Safety Program</i>	
N/A			Organization Chart	
			Qualifications of Team	
			Past Performance	
Not required as part of official RFP	Not required as part of official RFP		Quality Assurance/Quality Control	
			Location. The percentage of work performed in Michigan will be used on all contracts unless the contract is for on-site inspection, then location should be scored for the on-site inspection.	
N/A	N/A		Presentation	
N/A	N/A		Technical Proposal (if Presentation is required)	
3 pages including cover sheet (No Resumes)	7 pages	19 pages	Total maximum pages for RFP not including key personnel resumes	

REQUEST FOR PROPOSAL

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest "Consultant/Vendor Selection Guidelines for Service Contracts" and "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced Guidelines are available on MDOT's website under Doing Business > Requests for Proposals.**

RFP SPECIFIC INFORMATION

BUREAU OF HIGHWAYS

BUREAU OF TRANSPORTATION PLANNING **

OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

NO

YES

DATED _____ THROUGH _____

Prequalified Services – See page ____ of the attached Scope of Services for required Prequalification Classifications.

Non-Prequalified Services - If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed.

Qualifications Based Selection – Use Consultant/Vendor Selection Guidelines

For all Qualifications Based Selections, the selection team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

**** For RFP's that originate in Bureau of Transportation Planning only**, a price proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning (**see address list, page 2**). The price proposal must be submitted in a sealed manila envelope, clearly marked in large red letters **"PRICE PROPOSAL – TO BE OPENED ONLY BY SELECTION SPECIALIST."** The vendor's name and return address **MUST** be on the front of the envelope. The price proposal will only be opened for the highest scoring proposal. Unopened price proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your bid being opened erroneously by the mail room.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

Qualifications Review / Low Bid - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

Best Value - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

Low Bid (no qualifications review required - no proposal required.) See Bid Sheet Instructions below for additional instructions.

BID SHEET INSTRUCTIONS

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the address indicated below. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked in large red letters **"SEALED BID – TO BE OPENED ONLY BY SELECTION SPECIALIST."** The vendor's name and return address **MUST** be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room.

PROPOSAL SUBMITTAL INFORMATION

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER	PROPOSAL DUE DATE	TIME DUE
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PROPOSAL AND BID SHEET MAILING ADDRESSES

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

MDOT Project Manager

MDOT Other

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

Lansing Regular Mail	OR	Lansing Overnight Mail
Secretary, Contract Services Div - B225 Michigan Department of Transportation PO Box 30050 Lansing, MI 48809		Secretary, Contract Services Div - B225 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48833
Contract Administrator/Selection Specialist Bureau of Transportation Planning B340 Michigan Department of Transportation PO Box 30050 Lansing, MI 48809		Contract Administrator/Selection Specialist Bureau of Transportation Planning B340 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48833

GENERAL INFORMATION

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least four (4) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

5100D – Request for Proposal Cover Sheet

5100G – Certification of Availability of Key Personnel

(These forms are not included in the proposal maximum page count.)

**SCOPE OF SERVICES
FOR
PROJECT MANAGEMENT SERVICES FOR NORTH REGION
OPTIMIZATION PROJECT**

CONTROL SECTIONS:

CS 01052, 04021, 04031, 04032, 05011, 05071, 10032, 15011, 15012, 15031, 16021, 16032, 16033, 16071, 20012, 20021, 20022, 24011, 24012, 24031, 24051, 28011, 28012, 28013, 28052, 35012, 35022, 35032, 40012, 45021, 45071, 51011, 51012, 57012, 57013, 65021, 65032, 65033, 65041, 65052, 67011, 67021, 67022, 67032, 68012, 69011, 69014, 69021, 69023, 71091, 72022, 72031, 72041, 72052, 83021, 83061.

JOB NUMBER: 89105C

PROJECT MANAGEMENT WORK DESCRIPTION:

A consultant will be selected to provide project management services for QA/QC analysis of the specified projected within the specified counties. Act as an extension of MDOT Lansing Traffic and Safety staff with respect to the contracts with other consultants for various works in the North Region. This includes hosting progress meeting with other consultants and local agencies (at MDOT facilities) when necessary. Review data collection, review engineering evaluations, review timing optimization and implementation when requested by MDOT. The consultant will also review the final project documentation.

PROJECT LOCATIONS:

Signalized Intersections in the North Region.

Traverse City TSC (A total of 36 locations)

1. *05011-003 US-31 @ Old US-31(Ames-Dexter)
2. *05071-002 US-131/M-66(Williams) @ M-88(State)
3. *10032-001 US-31 @ M-115(Frankfort) N. Jct.
4. *15011-001 US-31(Bridge) @ M-66(State)
5. *15012-001 US-31(Bridge) @ Clinton
6. *15031-001 M-66(South Lake) @ M-32(Water)
7. *28011-001 US-31 @ M-137 / Long Lake Rd.
8. *28011-002 US-31 @ W. Silver Lake Rd(Co. Rd. 633)
9. 28012-001 US-31/M-37(Division) @ W. Front St.
10. *28012-003 US-31/M-37 @ US-31 / Beitner Rd.
11. *28012-005 US-31/M-37(Division) @ 14th / Silver Lake Rd.
12. *28012-006 US-31/M-37 @ Market Place Circle
13. *28012-007 US-31/M-37(Division) @ 7th St.
14. *28012-012 US-31/M-37(Division) @ Town Hall Rd./S. Airport Rd.
15. *28012-014 US-31/M-37 @ Meijers Dr.
16. *28013-004 US-31/M-37/M-72(Front) @ Grandview Parkway

17. *28013-005 US-31/M-72 @ M-72
18. *28013-006 US-31/M-72(Munson) @ 3 Mile Rd.
19. *28013-007 US-31/M-37(Division) @ US-31/M-72(Grandview Parkway)
20. *28013-009 US-31/M-72(Munson) @ 8th St.
21. *28013-012 US-31/M-37/M-72(Front) @ Union
22. *28013-018 US-31/M-37/M-72(Front) @ M-37(Garfield)
23. *28013-019 US-31/M-72(Munson) @ Airport Access Rd.
24. *28013-020 US-31/M-37/M-72(Front) @ Barlow
25. *28013-021 US-31/M-72(Front) @ Fair St.
26. *28013-023 US-31/M-72 @ Holiday Rd.
27. *28013-024 US-31/M-72 @ Bunker Hill Rd.
28. *28013-025 US-31/M-37/M-72(Grandview Parkway) @ Park St.
29. *28013-026 US-31/M-72 @ 4 Mile Rd.
30. 28052-002 M-37(Peninsula) @ Eastern Ave.
31. 28052-003 M-37(Center) @ Peninsula Dr.
32. *40012-002 US-131/M-72/M-66(Cedar) @ 3rd(Old M-66)
33. *40012-004 US-131/M-66(Cedar) @ M-72/C.R. 612 N. Jct.
34. *45021-006 M-72 @ Bugai/Gray Rd.(under construction finish Aug 3)
35. *45071-003 M-22 @ Cherrybend Rd.(under construction finish Aug 3)
36. 45071-005 M-22 @ M-72/Bay E. Jct.

Alpena TSC (A total of 21 locations)

1. *01052-001 US-23(State) @ M-72(Main)
2. 04021-001 M-32(Washington) @ Ripley
3. 04021-007 M-32(Washington) @ Bagley
4. 04021-010 M-32 @ Home Depot Dr.
5. *04031-002 US-23(State) @ Ripley
6. *04031-006 US-23 @ Werth / K-Mart
7. *04032-001 US-23(Chisholm) @ 2nd Ave.
8. *04032-002 US-23(Chisholm) @ 3rd Ave.
9. *04032-003 US-23(Chisholm) @ 9th Ave.
10. 04032-004 US-23(Chisholm) @ Johnson-Long Rapids Rd.
11. 04032-007 US-23(Chisholm) @ 11th St.
12. *35012-001 M-65 @ Esmond Rd.
13. *35012-003 M-65 @ M-55
14. 35022-002 M-55 @ Wilbur Rd./5th St.
15. *35032-001 US-23 @ Newman/Bay St.
16. *35032-003 US-23 @ M-55
17. *35032-004 US-23 @ Skeels Rd / F-41 / Fullerton
18. *35032-005 US-23(State) @ River Rd.
19. *35032-010 US-23 @ Tawas Beach Rd.
20. 68012-001 M-33/M-72(Morenci) @ M-72(8th) S. Jct.
21. 71091-002 US-23BR(3rd) @ M-68(Erie)

Cadillac TSC (A total of 26 locations)

1. 51011-003 US-31(Cypress) @ River St.

2. 51011-004 US-31(Cypress) @ 1st
3. 51011-007 US-31 @ Merkey Rd.
4. 51012-001 US-31(Chippewa Trail) @ M-55(Caberfae)
5. 57012-004 US-31 M-66 @ Jennings Rd.
6. 57013-003 M-66 @ M-55 N. Jct./Park St.
7. 67011-001 US-131BR(Chestnut) @ US-10BR(Church) S. Jct.
8. 67011-005 US-131BR(Chestnut) @ Upton
9. 67021-001 US-10 @ Patterson Rd.(220th Rd.)
10. 67022-001 US-10(7th) @ Main St.
11. 67032-001 M-66(Mill) @ Main St.
12. *83021-003 M-55 @ M-115 NW. Jct.
13. *83052-004 M-115 @ 13th St.
14. 83061-001 US-131BR(Mitchell) @ Mackinaw Trail(Old US-131)
15. 82061-002 US-131BR(Mitchell) @ Granite/Paluster St.
16. 82061-004 US-131BR(Mitchell) @ South St.
17. 83061-007 US-131BR(Mitchell) @ Cass St.
18. 83061-008 US-131BR(Mitchell) @ Harris St.
19. 83061-010 US-131BR(Mitchell) @ Pine St.
20. 83061-011 US-131BR(Mitchell) @ North St.
21. 83061-012 US-131BR(Mitchell) @ 13th St.
22. 83061-013 US-131BR(Mitchell) @ River St.
23. 83061-014 US-131BR(Boon) @ Plett Rd.
24. 83061-015 US-131BR(Mitchell) @ Gunn/Ayer St.
25. 83061-016 US-131BR(Mitchell) @ Bell Ave.
26. 83061-017 US-131BR(Mitchell) @ Boon Rd./Co. Rd. 34

Grayling TSC (A total of 49 locations)

1. 16021-001 M-68(Wilson) @ M-68(Old US-27) S. Jct.
2. 16021-002 M-68 @ Old US-27/Barbara N. Jct.
3. 16032-001 M-27(Main) @ Division
4. 16032-007 M-27(Main) @ Lincoln St.
5. 16032-015 M-27(Main) @ B&C Shopping Center Dr.
6. 16033-001 US-23(State) @ M-27(Main)
7. 16071-001 M-108(Nicolet) @ US-23
8. 20012-001 *I-75BL/M-72(Cedar) @ Michigan*
9. 20012-003 *I-75BL/M-72(Cedar) @ M-72/M-93(Lake)*
10. 20021-001 M-72 @ M-93 / Old Dam Rd. W. Jct
11. 20022-001 *I-75BL(Cedar) @ M-72(Huron)*
12. *24011-001 US-31/US-131(Spring) @ US-31(Charlevoix)
13. *24011-002 US-31 @ Mitchell
14. *24011-009 US-31/M-68(Kent) @ Lake
15. *24011-019 US-31(Bay View) @ McDonalds/Crago Shop Center
16. *24011-022 US-31/M-68(Spring) @ Madison St.
17. 24011-023 US-31/M-68 @ Giantway Plaza Dr.
18. 24011-024 US-31 @ Reed
19. 24012-001 US-31 @ M-68/Chicago
20. 24031-002 US-131(Spring) @ Sheridan

21.	24031-003	US-131 @ Hayner Dr./Anderson Rd.
22.	24051-002	M-119 @ US-31/M-68
23.	24051-005	M-119 @ Pleasant view Rd.
24.	65021-001	M-55 @ I-75BL E. Jct.
25.	65032-001	M-55/I-75BL(Houghton) @ 3 rd .
26.	65032-005	M-55/I-75BL(Houghton) @ Fairview
27.	65033-001	I-75BL @ West Branch Outlet Mall
28.	65033-004	I-75BL @ Wal-Mart Dr.
29.	65041-001	I-75 SB Off-Ramp @ I-75BL(Cook Rd.) S. Jct.
30.	*65052-001	M-33 @ M-55
31.	65052-002	M-33(Bennett) @ Main
32.	69011-002	I-75BL/Old US-31 @ Commerce Blvd.
33.	69011-004	I-75BL @ McCoy
34.	69011-005	I-75BL(Otsego) @ Grandview Blvd.
35.	*69014-002	I-75 SB Off-Ramp @ M-32/Dickerson Rd.
36.	*69014-102	I-75 NB Off-Ramp @ M-32
37.	*69021-001	<i>M-32 @ Meecher Rd.</i>
38.	*69021-002	M-32 @ Murner Rd./McVannel
39.	*69023-001	M-32(Main) @ Otsego
40.	*69023-002	M-32(Main) @ Center
41.	*69023-003	<i>M-32(Main) @ Wisconsin</i>
42.	*72022-002	<i>M-55 @ M-18 W. Jct.</i>
43.	*72022-006	<i>M-55 @ Reserve Rd./Balsam Rd.</i>
44.	*72022-007	<i>M-55 @ Townline Rd./Bert Lane</i>
45.	*72022-012	<i>M-55 @ Wal-Mart Dr.</i>
46.	*72031-001	<i>M-55 @ Old US-27</i>
47.	*72031-002	<i>M-55 @ Loxley Rd./Mt Pleasant Rd.</i>
48.	72041-001	M-18/I-75BL(Lake) @ I-75BL(5 th)
49.	72052-005	M-18/I-75BL(Lake) Co. Rd. 100(Division)

*Indicates locations that will require summer and weekend machine counts.

Underlined descriptions indicate locations that run under a closed loop and will require timing to run traffic responsive operation.

Italic descriptions indicate locations that already have 8 hour manual counts and 24 hour tube counts. These include only fall counts and if indicated, would still require summer and summer weekend counts to be taken.

MDOT PROJECT MANAGER:

Jason Firman
Michigan Department of Transportation
Traffic & Safety Support Area
425 West Ottawa
Lansing, MI 48913
Email: frimanj@michigan.gov
Tel: (517) 241-4793

PRIMARY PREQUALIFICATION CLASSIFICATIONS:

Traffic Signal Operation

DBE REQUIREMENT:

There is no Disadvantage Business Enterprise (DBE) requirement for this service.

CONSULTANT RESPONSIBILITIES:

- Schedule a pre-project review meeting with the Department and with the consultants working in the North Region to review the scope-of-work and material on hand at the Department for the Consultant's use and discuss equipment requirements (hardware and software), methods, and experience of key personnel. The pre-project meeting will be in a North Region TSC office.
- Act as an extension of MDOT Lansing Traffic and Safety staff with respect to the contracts with other consultants for various works within the North Region.
- This includes hosting progress meeting with other consultants and local agencies (at MDOT facilities) when necessary. Review data collection, review engineering evaluations, review timing optimization and implementation when requested by MDOT. The consultant will also review the final project documentation.
- Conduct bi-monthly status meetings at MDOT in the Van Wagoner building. Provide written monthly project status reports to MDOT detailing progress towards completion of the project's goals and objectives. Also provide the meeting minutes.
- Utilize the MDOT signal optimization guidelines throughout the contract, as a tool. Any unusual locations shall be discussed with the MDOT Project Manager for direction to proceed.

MDOT RESPONSIBILITIES:

- Furnish to the Consultant the following:

The most recent 3-year traffic crash summaries from MDOT in a 150 ft radius around each signalized location.

Existing timing plans, traffic counts where applicable and signal drawings of each intersection.

- MDOT will give final approvals on the completion of each major task.

PROJECT SCHEDULE

For scheduling purposes, **it is anticipated** that this project will begin on April 16, 2007. The optimization should be completed by April, 2008.

PAYMENT SCHEDULE

Compensation for this Scope of Services shall be on an actual cost plus fixed fee basis.

CONSULTANT PAYMENT:

All invoices/bills for services must be directed to the Department and follow the 'then current' guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's Bulletin Board System. This document contains instructions and forms that must be followed and used for invoicing/billing; payment may be delayed or decreased if the instructions are not followed.

Payment to the Vendor for Services rendered shall not exceed the "Cost Plus Fixed Fee Not to Exceed Maximum Amount" unless an increase is approved in accordance with the contract with the Vendor. All invoices/bills must be submitted within 14 calendar days of the last date of services being performed for that invoice.

Direct expenses will not be paid in excess of that allowed by the Department for its own employees. Supporting documentation must be submitted, with the invoice/bill, for all billable expenses on the Project. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the CE activities of this Project. Hours spent in administrative, clerical, or accounting roles for billing and support, are not considered allowable hours; there will be no reimbursement for these hours.

Reimbursement for overtime hours will be limited to time spent on this project in excess of forty hours per week. Any variations to this rule should be included in the price proposal. All overtime must have prior approval from the MDOT project manager.